CIMOR ATR III
Recovery Support (RS)
Billing Manual

Missouri Department of Mental Health
Division of Alcohol and Drug Abuse

Last update August, 2013

CIMOR ATR-3 Recovery Support Services Billing

ATR III Recovery Support Services

Documentation Guidelines

ATR III RS vouchers authorize a *specific amount of funding* for a *specific service* at a *specific recovery support provider* organization. The authorized RS service is provided to the specific consumer after the voucher has been issued.

The Customer Information Management, Outcomes, and Reporting (CIMOR) Recovery Support (RS) Billing System allows services to be *documented* and *billed* at the same time. RS service documentation and billing information is maintained in the CIMOR system for review and/or audit by Department of Mental Health (DMH) personnel.

Important Things to Know:

- Always use Internet Explorer with CIMOR.
- Do not have two Internet Explorer windows open to CIMOR on the same computer at the same time.
- **Do not use your browser's back button; use the navigation links in the CIMOR/RS Billing System.**
- CIMOR Access will only be granted to ATR approved or qualified staff who complete the ATR RS Billing training.
- Individualized User ID and Password
- **Do Not** share CIMOR User IDs and Passwords
- **At a minimum**, a client signature is required on a daily sign-in log to document the consumer was present each day a service was billed for that consumer.
- Enter actual time spent delivering the service, **do not round up or down**

For questions or additional information contact:

Mark Shields   (573) 751-8133   mark.shields@dmh.mo.gov
Tim Rudder   (573) 751-7090   timothy.rudder@dmh.mo.gov
Mason Haupt   (573) 526-0208   mason.haupt@dmh.mo.gov
Linda Nolte   (573) 751-9467   linda.nolte@dmh.mo.gov

For password resets and other technical issues, please call the DMH Customer Support Center at 573-526-5888 or toll free at 1-888-601-4779 during standard operating hours 7:00 a.m. to 5:30 p.m., Monday thru Friday.
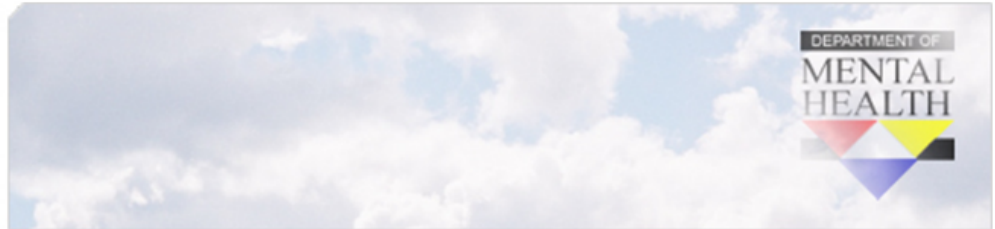
CIMOR Internet Portal

https://portal.dmh.missouri.gov/

Internet PORTAL

OHelp

Profile
CIMOR
Certification

DEPARTMENT OF
MENTAL HEALTH

Missouri Department of Mental Health Internet Portal

All information located on this site is provided solely for Missouri Department of Mental Health employees and Contract Providers of the State of Missouri Department of Mental Health.

To contact the department for password resets and other technical issues, please call the Customer Support Center at 573-526-5888 or toll free at 888-601-4779 during our standard operating hours 7:00a - 5:30p Monday thru Friday.

News

AFTERHOURS PASSWORD RESET SERVICE

The Customer Support Center provides on-call coverage after hours for password resets. A technician will respond to your request within 2 hours of receiving the request. On-call coverage is available during the following timeframes:

Monday – Friday, 5:30 p.m. – 8:00 p.m.
Saturday – Sunday, 8:00 a.m. – 5:00 p.m.

Call **573-690-9924** to access the on-call technician after hours for assistance.

Customer Support Center holiday coverage will be posted on the portal website as the holiday approaches. If you are needing asssistance during Regular Business hours which are Monday Through Friday from 7:00 am to 5:30 pm please do not call the after hours number but call 888-601-4779 or 573-751-5888. Only messages left during the after hour's coverage period will receive a reply. Thank you.

Documents And Links

📕 125 Order Certifying Class	📕 126 Signed Rule 23(e) Order
📕 126-1 Exhibit	📗 2010 CIMOR Billing Payment Schedule
📗 2011 CIMOR Billing Payment Schedule	📗 2012 Cimor billing Payment Schedule
📗 2013 Cimor billing Payment Schedule	📗 2014 CIMOR Billing Payment Schedule
🌐 Access Request Application (ARA) **New**	📘 CIMOR Change Request Form
📕 CIMOR Password Reset Procedure for EXT.Local Users	🌐 CIMOR Patches
🌐 CIMOR Production **New**	🌐 CIMOR Provider Test **New**
📘 CIMOR Roles Summary	🌐 CIMOR Training **New**
🌐 CIMOR Training **New**	🌐 CIMOR Training Videos
📕 Comas Settlement Agreement	📕 Contract Provider Access Request Form
📘 Contract Provider Technical Requirements	🌐 Data Central Reports
🌐 DD Consumer Referral Documents	🌐 DD Consumer Referrals
🌐 DD Mortality Review	📕 DD Service Provider Instructions
📕 DD TCM Entity Instructions	🌐 DD TCM Logging Monitoring
🌐 DD TCM Logging Monitoring Training	📕 DHSS Training Guide to CIMOR
🌐 DMH Extranet	🌐 DMH File Transfer
📕 Encrypting Email for Non-DMH Workforce	📕 HIPAA Security Training
🌐 ISP Review	🌐 MELS (DMH & TCM Providers)
📕 Social Security Administration Computer Matching and Privacy Protection Act Agreement	

Your CIMOR User ID and Password are used to access the CIMOR training environment or the CIMOR production environment.
Practice in the CIMOR training not CIMOR production.

Common Questions

How do I log in?

- Secure areas of this site require a valid userid and password.
- If you do not currently have a userid, you must complete an Access Request Form.
- Once prompted, enter your assigned userid and password similar to the example below.
- You must prefix your userid with the appropriate domain (i.e. **DMH** or **EXTLCL**).

Your password will change. Do not check **Remember my password**.

How do I change my password?

- Visit the Profile section of this site and follow the instructions for changing your password.
- Make sure your new password meets the current password requirements.
- You must have a valid profile prior to changing your password.

Why should I certify my computer?

- Certifying your computer will assure that it will be able to access our systems properly.
- You must certify your computer before contacting the department for support.
- Certifying your computer gives our help desk information which speeds up troubleshooting.

How do I certify a computer?

- Visit the Desktop Certification section of this site and follow the instructions for certifying a computer.
- The certification occurs over the network, and electronically verifies the minimum requirements.

How do I contact the department for technical support?

- Visit the Help section of this site, choose a contact method, and then follow the instructions.

Department of Mental Health
Contract Provider Access Request Form
Updated: 4/10/2012

[ ] New ATR3 RECOVERY SUPPORT SERVICES UPDATE

PART 1: User Information (please print clearly)
Fields marked with an asterisk (*) must be completed.

*Last Name _____ *First Name _____

*SSN _____ User ID _____ (User ID Required for Change or Revoke)

*Email Address _____

*Provider Name _____

*Phone # _____

*Provider Number(s) _____ _____ _____
(Primary Provider)

Division (check all that apply) [XX] ADA

PART 2: Confidentiality Statement

I, the undersigned, a designated representative of the provider named above, understand that the approval and assignment of the requested ID or change enables me to access the Department of Mental Health Information Systems. I understand that Federal and State laws require confidentiality of the Department of Mental Health information and provide penalties for unauthorized access, use, or disclosure of this information. I agree to keep confidential all information made available to me through this access. I also agree not to divulge or share my password with anyone.

I agree to use the information obtained through these systems for purposes directly connected with the administration of a federal/state assisted program which provides assistance in cash or in kind, or services, directly to individuals on the basis of need. I further agree to comply with the policies and procedures established by the Department of Mental Health further governing the access and use of this information.

Violations or disclosures on my part may result in loss of access to the information systems, civil court action, or cancellation of the provider contract with the Missouri Department of Mental Health.

User Signature _____ Date _____

Supervisor/ Security Coordinator _____ Date _____

DMH Central Office Use Only
Request Completed by _____ Date _____

Fax completed form to Mark Shields at (573) 522-8475

Fax completed form to Mark Shields at (573) 522-8475

The **Access Request Form** will be completed at the time of the training. This form will be used to issue your CIMOR User ID and Password.

Make sure your name, email address, and phone number is clear and legible. Your User ID and Password will be emailed directly to you.

The name of the security role you will be issued is:

ATR3 RECOVERY SUPPORT SERVICES UPDATE

Enter your **User ID** exactly as it is written. Usually something like: **mydoejo.**

Enter your **Password** exactly as it is written. Passwords are "case" sensitive. Usually 8 digits and a combination of letters, numbers, and special characters like: **F5#usnx7.**
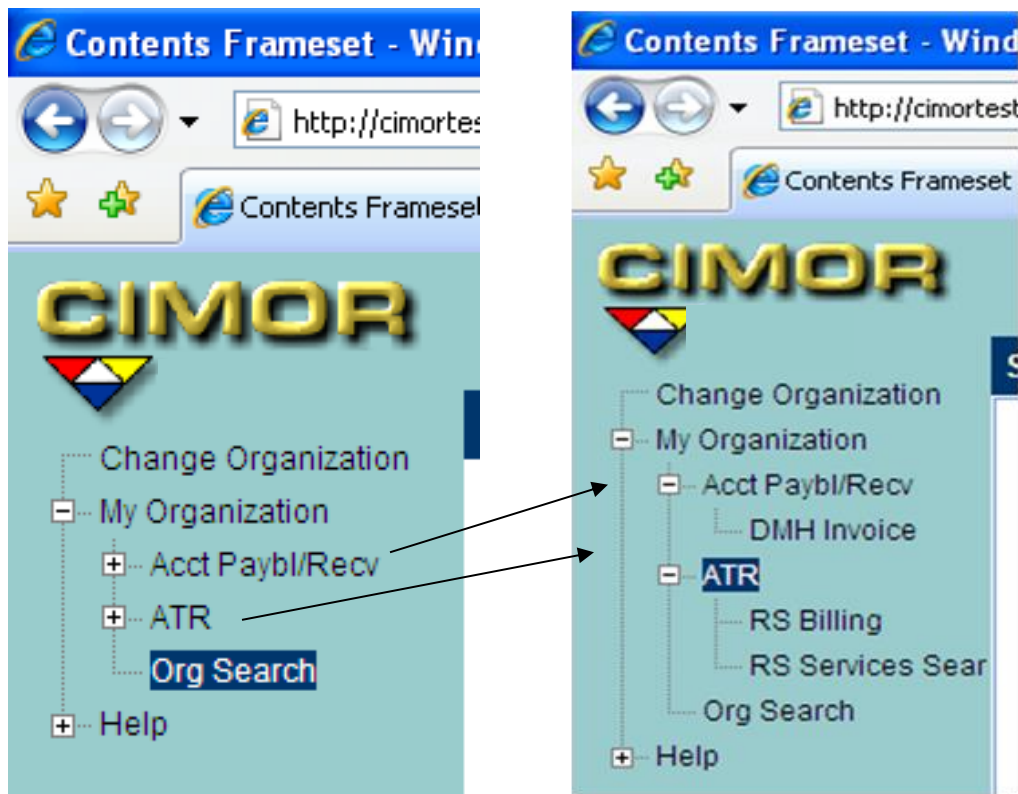
Make sure the Domain Is "EXTLCL"

Do not allow Windows to save your Password.

You will want to set up a reminder to change your Password every 60 days or it will expire. If it expires, follow the instructions on the CIMOR Portal for getting it reset.

When you successfully log on to CIMOR, your screen will look like this:
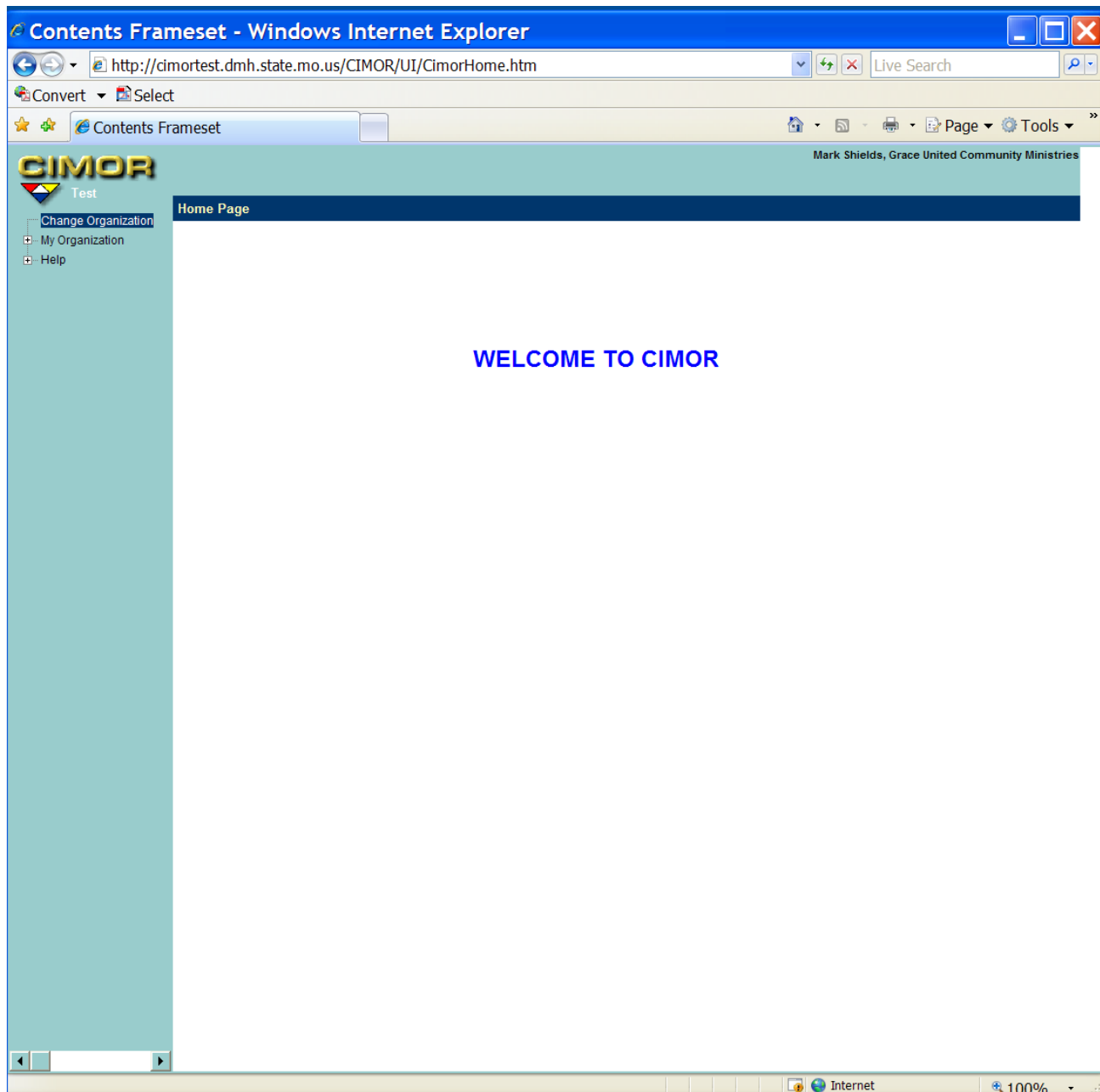
The **navigation panel** is located on the left. Click on the "**+**" to expand that section.

The CIMOR ATR 3 RS billing system will give you access to the following links/pages:

My Organization – This section is "read only" and contains information about your organization. **If any information in this section is not correct, please complete and submit an Organization Information Change Request Form. Available on the ADA/ATR web site**

DMH Invoice – This section gives you access to all the invoices paid to your organization.

RS Billing – This collection of screens will allow you to search for your consumers with ATR vouchers and enter documentation and services your organization has provided to those consumers.

RS Services Search – Allows you to search encounters (services billed) that have been entered into the CIMOR system. You can use multiple criteria to search for service encounters (explained later in this document).

Org Search – This page allows you to search and obtain contact information for any DMH contracted organization.

Help – Collection of documents and contact information. At this time, the new CIMOR ATR 3 RS billing screens are not listed in this Help section. It is recommended you utilize the Help section on the CIMOR Internet Portal page instead of this section.

CIMOR ATR3 Recovery Support Voucher Services

If you click on the **RS Billing link** you will bring up this page:

You have many **search options** all of which are designed to help you locate ATR RS vouchers issued to consumers for services at your organization:

- **Voucher Service** – lists all possible ATR RS services

- **Voucher Active on Date** – all vouchers active on that specific date

- **From Date** – to search by all vouchers active during a specific date range

- **To Date** – to search by all vouchers active during a specific date range

- **Consumer Last Name and First Name** – search for all vouchers issued to a specific consumer

- **DMH ID** – search for all vouchers issued to this DMH consumer's identification number

- **Remaining days >0** – when this box is checked, only RS vouchers with remaining days to bill are displayed (expired vouchers are excluded)

- **Remaining $ >0** – when this box is checked, only RS vouchers with funds remaining are displayed (vouchers with no available funds are excluded)

RS Voucher Services

All possible ATR funded RS services are listed on the **Voucher Services drop down menu**.

Selecting a RS service and clicking the search button will return all vouchers that have been issued to your organization for that particular service.

If your organization is not approved for a particular service, no results will be returned when you search.

used).

Entering the consumer first and last name and clicking **search** will return a list of RS vouchers issued to that consumer for services at your organization. In this example, the remaining days and remaining $ boxes were checked thereby returning only vouchers with currently billable services.

The vouchers will display in a table with Consumer Name, DMH ID #, Voucher Dates, Days Remaining to Enter Services, Units Remaining, Funding Remaining, and two hyper links.

The **Enter Service** hyper link will open up the RS service billing page.

The **List Service** hyperlink will bring up the list of all services that have been billed against this voucher.

Add ATR3 RS Voucher Services

13

The **Add ATR 3 Recovery Support Voucher Service** entry screen will contain the following information:

- Name of consumer
- Consumer's DMH ID number
- Recovery Support provider name
- Recovery Support provider DMH contract number
- Name of provider that issued the voucher
- Voucher from and to date
- Name and procedure code of service
- Dollar amount of voucher, unit rate, authorized units, remaining units
- Spent amount
- Spent units
- Remaining amount

Data must be entered in the following fields:

- Date of service
- Start and end time of service

- Service note Documentation
- Rendering practitioner (staff person who provided the service)

Button options are:

- Save and Add
- Save
- Cancel

When the **Save** button is clicked, if the service is saved in the system and accepted for payment, you are navigated to this screen:

When activating the **Save and Add Button,** a RED "Encounter is saved" message will appear and the service entry page is readied for another service of the same type to be entered:

After an encounter is saved, you will be brought to the **List ATR-3 Voucher Recovery Support Encounters** page. If you click on the **View** button, you will be brought to a screen showing more information about the encounter, along with the option to **Print** this information.
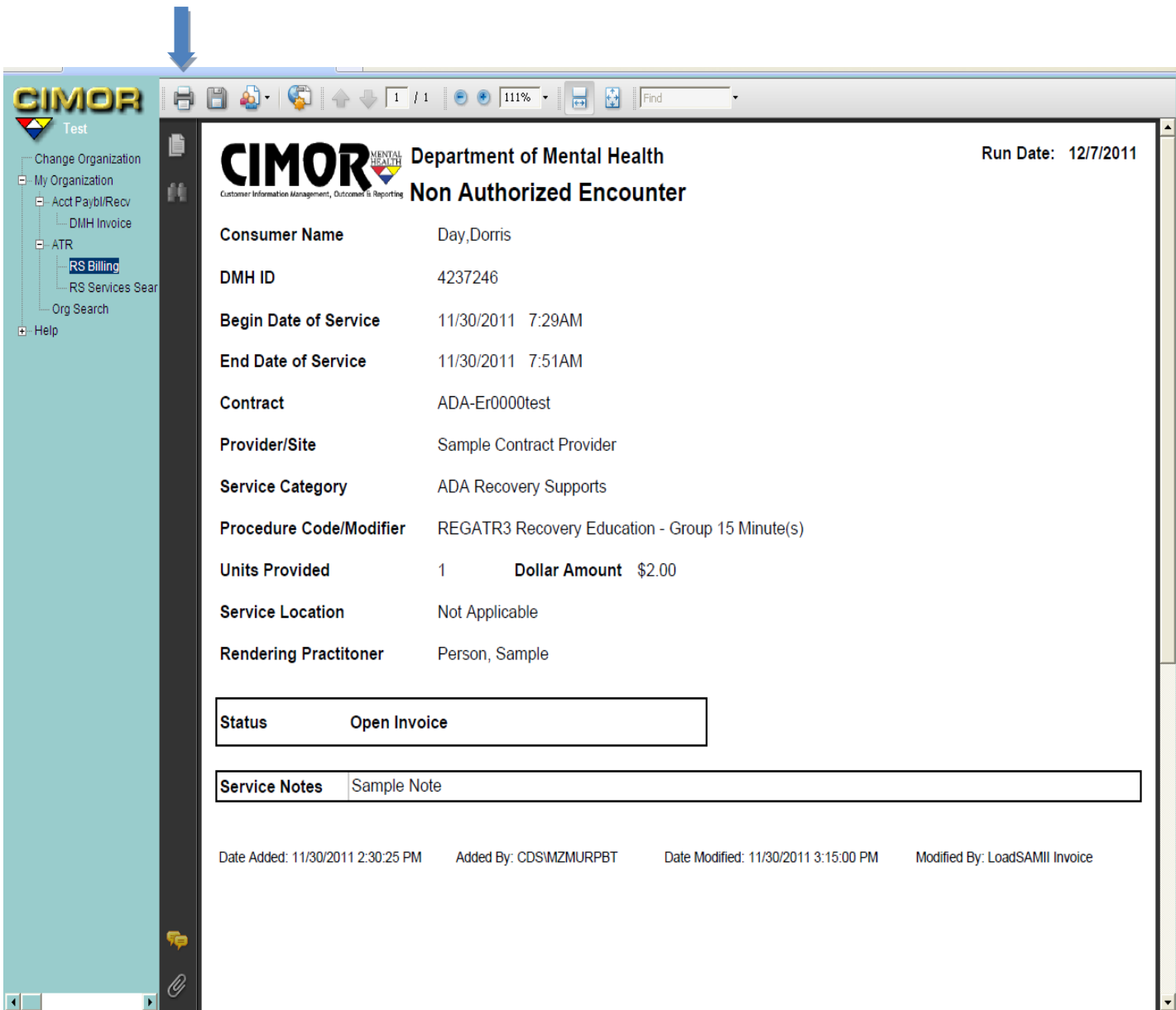
After the **Print** button is clicked, you will be shown a preview of what will be printed. From this screen, you will need to click on the **Print icon**.

Public Transportation

- "Date of Service" is the date the pass was issued
- Number of units = cost of pass rounded up to next whole dollar.   An additional $5 administrative fee * may be added once per week for issuing bus passes.
- Service Notes must include bus pass serial number, type of pass issued, total cost of the pass.

*Administrative fee

 Programs that provide transportation/public services may include a $5 administrative fee for each instance of issuing a bus pass, not to exceed $5 per recipient, per week.

For instance, consumer "A" is going to receive a monthly bus pass which costs $50. The total amount issued on the bus pass would be $55 ($50 bus pass + $5 administrative fee).

Consumer "B" is receiving seven, one-ride passes. Each one-ride pass costs $1.50 or $10.50 for seven, one ride passes. The total amount issued on the bus pass would be $16.00 ($10.50 bus passes + $5.00 administrative fee + round up to next whole dollar).

Family Engagement – service notes must contain the name and relationship of the family member who was present for the Family Engagement service.

Transportation Mileage – service notes require purpose of transportation, to/from, number of miles transported.

Error/Information Messages

CIMOR Test

Add ATR-3 Recovery Support Voucher Services

ENCOUNTER DENIED, Consumer's SSN must be in verified status to add services.

[Save & Add] [Save] [Cancel]

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011

Menu: Change Organization, My Organization, Acct Paybl/Recv, DMH Invoice, ATR, RS Billing, Org Search, Help

---

CIMOR Test

Add ATR-3 Recovery Support Voucher Services

Date of Service must be within the Voucher Dates

[Save & Add] [Save] [Cancel]

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011

Menu: Change Organization, My Organization, Acct Paybl/Recv, ATR, RS Billing, Org Search, Help

---

CIMOR Test

Add ATR-3 Recovery Support Voucher Services

[Save & Add] [Save] [Cancel]

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011 12:00AM
ATR Package	Recovery support	Voucher To Date	09/30/2011 11:59PM
Proc Code/ Modifier	FEIATR3 Family Engagement - Ind 15 Minute(s)	Voucher Amount	$50.00
Unit Rate	$10.00	Authorized Units	5	Remaining Units	1
Spent Amount	$40.00	Spent Units	4	Remaining Amount	$10.00

Date of Service * [8/26/11]   Time Start* [9:00]   Time End* [9:30 am]

Invalid Time (##:## AM)

Units *   Total Dollars   [Calculate Units]

Menu: Change Organization, My Organization, Acct Paybl/Recv, ATR, RS Billing, Org Search, Help

---

CIMOR Test

Add ATR-3 Recovery Support Voucher Services

Can't save: Service already exists for this consumer during time period.

[Save & Add] [Save] [Cancel]

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011 12:00AM

Menu: Change Organization, My Organization, Acct Paybl/Recv, ATR, RS Billing, Org Search, Help

Entering Billing for Group Services

To enter group billing from the **Search ATR-3 Recovery Support Voucher Services** page you will need to select a voucher service from the drop down list **AND** enter a service date in the *Voucher Active on Date* field.

In this example, the search returned all the consumers that have an active SLSATR3 voucher on 4/4/12.

Notice how the Add group Encounters button and the Check Boxes to the left of the consumers name appear in the search results with entering group billing is an option. If the button and the check boxes do not appear, then entering group billing is not available and encounters need to be entered individually.

To select the consumers in the group, place a check in the box to the left of their name and then click on the *Add Group Encounters* button.

After clicking on *the Add Group Encounters* button, you will be brought to the **Add ATR-3 Group Recovery Support Encounter Request** page.

Add ATR-3 Group Recovery Support Encounter Request

On the **Add ATR-3 Group Recovery Support Encounter Request** page you will need to enter the follow fields for the group:

- Time Start
- Time End
- Rendering Practitioner (select name from drop down list)
- Service note

After all of the required information is entered into the fields, click on the **Apply to List Below** button.

After the **Apply to List Below** button is clicked, the information entered will populate in the grid for each consumer in the group being billed:

This page gives you the option to **Edit** or **Remove** the information about a specific consumer in the group.

*In this example, Dorris Day left 15 minutes before the group was over (8:45 am) with the edit option, the To Time can be changed by clicking on the *Edit* button. The changes will be saved by clicking *Update*. The start time for the other consumers in the group remain unchanged. (Notice the Encounter Units also updated in the grid)

If a consumer currently being shown in the group needs to be removed from the grid, you will click the **Remove** button and then **Confirm Remove**.

Once all the information in the grid is correct, you will click the *Save* button and the encounters will be sent to the group process cycle that will run every evening. The red message will tell you how many encounters have been sent to the group process.

From the **RS Services Search** screen, you will be able to see the group encounters that will be sent to the batch process in the evening.

After the nightly batch process (if there are no errors), the encounter will move into **Ready to Process** status and will now go through the same process as encounters entered individually.

On the group billing pages, encounters are not checked for errors until they are sent through the batch encounter process. This means that there may be errors in the group encounters that cause them to reject in the batch process. When this is the case, the encounters will be put into **Group – Processed with Error status**.

In this example the encounters were entered on the group screen with the same service date and service time as a group already entered. This causes the group encounters to reject in the nightly batch process and to be placed in **Group – Processed with Error status**.

*If you are using the new group billing screens, we recommend that you frequently search for encounters in the **Grp- Processed with Error** status so that you can get the errors corrected so these encounters will be added to your current invoice. A quick way to find encounters with errors is to search by selected the **Grp – Processed with Error** status from the drop down on the **Search ATR3 Recovery Support** Services page

In order to see the reason why the encounter rejected and to fix the error, click on the **View** link to the left of the consumers name in the results grid.

From this screen you can *Edit* or *Delete* the encounter by clicking on the buttons in the top right corner.

By clicking the *Edit* button, you will be given the option to edit the Date of Service, Time Start, Time End, Rendering Practitioner and Service Notes. Once the corrections have been made, click the save button and the encounter will go through processing again. *(The encounters will not go into the group process again but will go through the same process as encounters entered individually.)*

Group Billing Status

Group – Request to Process: The encounter was entered using the group billing pages and is waiting to go to the nightly batch process. While an encounter is in this status is can be edited or deleted.

Group – Batch Process: The encounter is currently in the Batch Process. No edits can be made to the encounter while in this status.

Group – Processed with Error: The group encounter was sent to the nightly batch process and contained errors that did not allow the encounter to be processed. When an encounter is in this status, you will either correct the error or delete the encounter. If no action is taken the encounter will remain in this status.

Procedure Codes that can be billed with the group billing screens:
- FEGATR3
- HPOATR3
- HSOATR3
- RCGATR3
- REGATR3
- SCGATR3
- SLSATR3
- WPGATR3

CIMOR Search ATR 3 Recovery Support Services

When you click on the RS Services Search link this page will be displayed:

You have many search options all designed to help you locate the **encounters** that have already been entered into CIMOR:

- **Encounter Service** – lists only the services that have been billed in CIMOR
- **From Date** - searches for all encounters with that From Date
- **To Date** – searches for all encounters with that To Date
- **From Time** – searches for all encounters with that From Time
- **To Time** – searches for all encounters with that To Time
- **Encounter Created Date** – the date and time the encounter was created (entered in CIMOR)
- **Encounter Status** – searches for encounters in every possible status (status is explained on the last page of this manual)
- **Consumer Last Name and First Name** – searches for all encounters related to a specific consumer
- **DMH ID** – searches for all encounters related to the consumer's specific DMH identification number
- **Rendering Practitioner** – searches by the staff person who provided the service

Note: You can enter as little or as much search criteria as you like (at least one search criteria must be used). If vouchers you are expecting to see are not showing up, try limiting your search criteria.

Once the search criteria have been entered and the **Search** button has been clicked, the following will be shown for all the encounters that fit the search criteria:

- Consumer Name
- DMH ID
- Service
- Created Date
- From Date
- To Date
- Rendering Practitioner
- Amount
- Status

Additional information pertaining to a specific encounter can be seen by clicking the **View** link to the left of the specific encounter.

You can also print this information from this screen.

Invoices

To view the invoices *(like you have received by fax in the past)* you will click on the **DMH Invoices** link.

You will be able to search for invoices from this screen. You can search by as much or as little criteria as you wish.

For the purpose of the Access to Recovery III grant, the Division will always be **ADA**, the payer plan will always be **ADA Access to Recovery 3**.

You will be able to limit your search by status (statuses are explained on the last page of this manual).

Note: You do not need to enter any search criteria in order for this screen to work; if you do not wish to filter out certain invoices then you can click the **Search** button without entering any criteria.

After a search is executed, you will be shown a list of all invoices that meet the criteria entered. By clicking on the **View** button to the left of the invoice, you will be able to see more information about that specific invoice.

From the screen below, you will be able to view invoice information from the different tabs. You are able print information from this screen at any point by clicking on the **Print** button.

In order to get a copy of the printout that Linda has faxed to you in the past, you will click on the **Services by Consumer** tab and then click **Print**.

CIMOR Encounter Statuses

Ready to Process – Initial status when an encounter (keyed online) is saved (*before encounter processing runs).* Encounter processing runs nightly in CIMOR. This nightly process applies business rules and determines payer. The process begins around 5:00 p.m. each evening. **These encounters and encounters in "Ready to Process" status will go to one of the following status types:**

Open Invoice - Encounter is being paid through your DMH allocation. New encounters continue to add to an invoice while the invoice is in Open Invoice status.

Hold Encounter – all processing of the encounter stops.

a. Encounters can be placed on hold from "Ready to Process" or "Open Invoice" status.

b. The encounter can be taken off Hold by moving it back to Ready to Process status
After the CIMOR Invoicing/Payment cycle cutoff date, encounters will progress through various statuses. Once an encounter moves beyond Open, it is no longer available to edit.

Ready to Approve Invoice - The invoice and encounters on the invoice are moved to this status in preparation for payment**. (No editing or deleting)**

Document Sent to SAM - The invoice has been sent to the state's SAM II accounting system for payment. **(No editing or deleting)**

Paid in Full - After the invoice is processed through the state's SAM II system and the SAM II confirmation of payment is brought back into CIMOR, the invoice status and its encounters will change to "Paid in Full" status. The Check Number and Check Date will then display on the Invoice Detail tab.

Ready to Void – A previously billed and paid encounter is being reversed.

Voided – "Ready to Void" encounters change to this status after the void process has been run. This will create a negative entry on the building invoice.

Ready to Re-bill – Similar to Ready to Process in that the encounter will go through the processes and some of the statuses described above.

ATR RS CIMOR Group Billing Steps

1. Open RS Billing Page in CIMOR
2. Select a voucher service from the drop down list **AND** enter a service date in the ***Voucher Active on Date*** field.
3. Click search.
4. Place a check in the box to the left of the consumer name to select the consumers in the group.
5. Click on the "***Add Group Encounters"*** button.
6. Enter required fields; Time Start and End, Rendering Practitioner, Service Note.
7. Click on the "***Apply to List Below"*** button.
8. Click the *Save* button and the encounters will be sent to the group process cycle.
9. After the nightly group process cycle check the status of the group encounters by going to the RS Services Search page and selecting ***Grp-Processed with Error*** from the drop down in the Encounter Status field.
10. If you see red group processed with error statuses
11. Click on the view button and correct the errors or delete the encounter.

ATR Recovery Support Group Documentation Requirements
July-19-2013

1. An original client signature is required on a daily sign-in log to document the consumer was present each day a service was billed for that consumer. The client signature must also include the client's name in legible print and the date and time the signature was made.
2. Exact beginning and ending times of group must be recorded in documentation and used for billing purposes in CIMOR.
3. Services provided should be based on service definitions.
4. Documentation in the CIMOR service note section must reflect services provided and include specific topics, focus or outline of group, individual consumer participation, attitude, reaction and response to group.
5. Recovery Group key definition components; recovery, support, mutual encouragement, connection to others and sharing similar experiences.
6. Spiritual Group key definition components; spirituality, relationship with a higher power, coping with life changes, positive values or principles, identification of life purpose and mission, achieving serenity and peace of mind, responsible decision making, social engagement and developing family responsibility.
7. Work Preparation Group key definition components; finding or maintaining employment, completing applications, developing a resume, job interviews, how to address criminal history, employability skills development, appropriate dress, behavior and communication.

ATR Recovery Support Group Definitions

Recovery Counseling-Group, Qualified, *Unit of Service: ¼* Hour *Firm, Fixed Price:* **$3.00** Group facilitator and at least two clients. The purpose of the group is to provide support for individuals in recovery by offering mutual encouragement and becoming connected with others who share similar experiences.
- Group size should not exceed twelve (12) participants.
- Recovery Counseling is not billable while the consumer is participating in any level of ADA contracted clinical treatment.
- Recovery Counseling must be provided by a **QSAP.**

Recovery Education-Group, Approved, *Unit of Service: ¼* Hour *Firm, Fixed Price:* **$2.00** Group facilitator and at least two clients. The purpose of the group is to provide support for individuals in recovery by offering mutual encouragement and becoming connected with others who share similar experiences. This service must be provided by an **ATR Approved Provider Staff.**
- Group size may not exceed thirty (30) participants.

Spiritual Counseling-Group–Qualified, *Unit of Service*: ¼ Hour *Firm, Fixed Price:* **$3.00** Helping a group of at least two persons to develop spiritually which might include, but is not limited to, establishing or reestablishing a relationship with a higher power, acquiring skills needed to cope with life changing incidents, adopting positive values or principles, identifying a sense of purpose and mission for one's life, and achieving serenity and peace of mind. Responsible decision-making, social engagement and family responsibility may also be addressed. Spiritual life skills group may only be provided by an **ATR Qualified Clergy.**
- Group size should not exceed twelve (12) participants.

Spiritual Life Skills-Group–Approved, *Unit of Service*: ¼ Hour *Firm, Fixed Price:* **$2.00** Helping a group of at least two persons to develop spiritually which might include, but is not limited to, establishing or reestablishing a relationship with a higher power, acquiring skills needed to cope with life changing incidents, adopting positive values or principles, identifying a sense of purpose and mission for one's life, and achieving serenity and peace of mind. Responsible decision-making, social engagement and family responsibility may also be addressed. Spiritual life skills group must be provided by an **ATR Approved Provider Staff.**
- This is an educational, spiritual, and skill-building group.
- Staffing ratio should not exceed 30 paid consumers to one approved staff.

Work Preparation-Group, Approved, *Unit of Service: ¼* Hour *Firm, Fixed Price:* **$2.00** This service is defined as a group interaction with two or more clients that is devoted to assisting individuals in finding or maintaining employment during the course of treatment. This may include, but is not limited to, developing a resume, arranging job interviews, work skills development, and on-the-job training. Services are to be provided by an **ATR Approved Provider Staff.**
- Group size may not exceed thirty (30) participants.

ATR HOUSING DOCUMENTATION AND BILLING POLICY

July 15, 2013

Housing Supervised-
- Requires 24 hour supervision by ATR approved staff.
- Each 24 hour period requires coverage by 3 different ATR approved staff.
- Each staff member should cover approximately an 8 hour shift.
- Billing and documentation in CIMOR requires the names of the three staff and the exact beginning and ending times they provided supervision of the house.

Housing Peer-
- Each 24 hour period requires at least one monitoring visit by ATR approved staff.
- Billing and documentation in CIMOR requires the name of the staff member that provided monitoring be recorded as the rendering practitioner.

All ATR Housing-
- Each housing property must also have a staff signature log with the original signature of each staff member providing supervision.
- Signatures in the staff log must be in chronological order.
- Each staff signature must be made in ink and include the date and time of the signature.
- Housing service is billed for the day proceeding the overnight period the consumer resided in the house.
    - ► For instance a consumer arrives 2:00 pm Monday, July 1, 2013, spends Monday night in the house leaving at 8:00 pm on Tuesday, July 2, 2013. Housing could be billed for Monday, July 1, 2013 but not Tuesday, July 2, 2013.
- An original consumer signature made in ink including the date and time of the signature must be maintained for each unit of housing billed.
- Consumer signature logs should be organized chronologically.
- All staff providing supervision or monitoring of housing must be ATR approved staff.
- The organization may not charge a fee for rent for the same day they are billing ATR for housing.